



# CITY OF HOUSTON

## Job Posting

	<b>SL/CMD</b>
1	<b>Applications accepted from:</b> ALL PERSONS INTERESTED
2	<b>Job Classification</b> SENIOR REAL ESTATE MANAGER
3	(Administration Manager )
4	<b>Posting Number</b> PN# 112275
5	<b>Department</b> Department of Public Works and Engineering
6	<b>Division</b> Planning and Development Services
7	<b>Section</b> Real Estate Branch/Land Acquisitions
8	<b>Reporting Location</b> 611 Walker
	<b>Workdays &amp; Hours</b> M - F, 8 a.m. - 5 p.m.*
9	<b><u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u></b> Supervises, directs, and provides project management oversight to technical personnel to develop, analyze, and negotiate complex real estate activities involving the disposition of City property interests, encroachments, leases, and acquisition of land and/or property rights for public and private projects. Reviews, analyzes, and/or prepares real estate appraisals for acquisition and sales projects. Serves as Team Leader handling more complex appraisal assignments. Administers and reviews project drawings with City engineers, architects, contractors, and developers to resolve design issues affecting real estate projects raised by developers, constituents, other government agencies, and/or property owners. Manages services contracts. Drafts RCAs for real estate transactions, including condemnations, bid sale items, Joint Referral Committee requests, purchase agreements, and other agreements. Reviews, approves, and makes recommendations on offer packages, purchase agreements, counteroffers, and cash-flow projections. Interfaces with departments and outside agencies or firms involving real estate programs, transactions, and/or projects. Handles various real estate activities related to the purchase, sale, and lease of City-owned properties.
10	<b><u>WORKING CONDITIONS</u></b> The position requires stooping, bending and/or lifting of items of up to 30 pounds, and sitting for extended periods of time. A portion of this work occurs in the field under most weather conditions and occurs in close proximity to moving vehicular traffic. Standing and walking moderate distances over uneven terrain is occasionally required.
11	<b><u>MINIMUM EDUCATIONAL REQUIREMENTS</u></b> Requires a Bachelor's degree in Real Estate, Business Administration, Public Administration or a closely related field.
12	<b><u>MINIMUM EXPERIENCE REQUIREMENTS</u></b> Six (6) years of experience in real estate, administration, appraisal, design or a closely related field are required. Pertinent professional experience may be substituted for the education requirements on a year-for-year basis.
13	<b><u>MINIMUM LICENSE REQUIREMENTS</u></b> Valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).
14	<b><u>PREFERENCES</u></b> Applicant must be computer literate in Windows applications to include Microsoft Access, Excel, PowerPoint, and Word. Preference will be given to applicants who have appraisal experience and/or previous real estate project management experience.
15	<b><u>SELECTION/SKILLS TESTS REQUIRED</u></b> None However, the Department may administer a skill assessment evaluation.
16	<b><u>SAFETY IMPACT POSITION</u></b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
17	<b><u>SALARY INFORMATION</u></b> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <div><div>Salary Range - Pay Grade 26</div><div>\$1,944 - \$2,659 Biweekly\$50,544 - \$69,134 Annually</div></div>
18	<b><u>OPENING DATE</u></b> August 2, 2006
19	<b><u>CLOSING DATE</u></b> Open Until Filled
20	<b><u>APPLICATION PROCEDURES</u></b> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, Garden Level. <b>Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-7734. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</b>  An equal opportunity employer